IMPORTANT ACTION STEPS FOR NEW PARENTS

Human Resources

WHEN	WHAT	WHY & HOW
6 MONTHS BEFORE THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:	**RESEARCH YOUR LEAVE OPTIONS & DEVELOP A PLAN**	Plan ahead to avoid gaps in your pay and healthcare coverage for your child. Review **Employee Leaves** to learn about your leave options, as well as HR's **Life Event** guidance on benefits, child care options, and more. Find, evaluate, and register for child care well in advance to ensure that you have high-quality options to choose from following your leave. Start thinking about how to share your exciting news with your MIT colleagues.
4-6MONTHS BEFORE THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:	**DISCUSS YOUR LEAVE PLANS WITH YOUR SUPERVISOR/MANAGERS**	Discuss plans for your leave well in advance to allow your supervisor/manager the time to obtain coverage during your absence. If you have questions or concerns around having this conversation, contact **MIT MyLife Services** (see contact information below) to confidentially explore this topic with a Master- or Ph.D.-level professional. Campus employees should request their leave 2 months in advance by contacting Workpartners at 1-833-852-2207. Lincoln employees should request their leave by contacting leaves@ll.mit.edu.
NO EARLIER THAN 60 DAYS BEFORE THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:	**CONTACT WORKPARTNERS (CAMPUS) OR LINCOLN HUMAN RESOURCES (LINCOLN LABORATORY)**	Campus employees should request their leave 2 months in advance by contacting Workpartners at 1-833-852-2207. Campus employees can send leave questions to leavepolicies@mit.edu. Lincoln employees should request their leave by contacting leaves@ll.mit.edu.
BIRTH MOTHERS ONLY: 30 DAYS BEFORE THE BIRTH OF YOUR BABY:	**COMPLETE & DELIVER CERTIFICATION OF HEALTHCARE PROVIDER FORM**	The Certification of Healthcare Provider Form sent by Workpartners or Lincoln Laboratory ensures that you are paid while on maternity leave and **requires** your **health care provider's signature**. **To avoid interruption in pay,** you must deliver this form to **Workpartners or Lincoln Human Resources at least 30 days before the birth of your baby.** We recommend delivering this form 2 months before the birth of the baby.
31 DAYS AFTER THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:	**PROVIDE PROOF OF BIRTH, ADOPTION OR PLACEMENT**	Proof of birth, adoption, or placement is used by Workpartners and Lincoln Laboratory to track your leaves. Proof of birth, adoption, or placement includes a copy of any of the following paperwork: birth certificate, hospital birth paperwork, adoption paperwork, or placement paperwork. **NEW PARENTS WHO DID NOT GIVE BIRTH: Campus employees should contact** Workpartners **(1-833-852-2207) to request** MIT Paid Parental Leave and/or MIT PFMLA Bonding Leave. Lincoln employees should contact leaves@ll.mit.edu. Proof of Birth must be provided to Workpartners or Lincoln within **15 days after the first day of your Parental Leave**.
FIRM DEADLINE 31 DAYS AFTER THE BIRTH, ADOPTION, OR PLACEMENT OF YOUR CHILD:	**COMPLETE & DELIVER HEALTH PLANS ENROLLMENT/CHANGE FORM**	Having a baby or adopting or fostering a child qualifies as a **Life Event**, and therefore allows you to make changes to your MIT health plan. **This form is necessary only if you plan to add your child as a dependent to your MIT healthcare plan.** **NOTE:** This form requires that you attach **additional** proof of birth, adoption, or placement **separate from above**, and must be delivered to **MIT Benefits** (see contact information below) within **31 days after the birth of your baby**. **No exceptions.**
MONTHLY	**SEND UPDATES TO YOUR MANAGER/SUPERVISOR & COLLEAGUES**	While on leave, we recommend regular check-ins with your supervisor/manager and colleagues because…well, they will be missing you! And, it will make for a smoother transition for everyone when you return to work. During your check-ins, ask about changes that may have occurred in your absence and share status updates.

MIT MyLife Services

Web: https://hr.mit.edu/worklife/mylifeservices
Phone: 844.405.5433 or (TTY) 866.892.7162
Email: info@mitmylifeservices.com

MIT Work-Life

Phone: 617.253.1592
Email: worklife@mit.edu

Workpartners

Phone: 1-833-852-2207
Address:
Workpartners
PO Box 2840
Pittsburgh, PA 15230
Or contact
Phone: 617.253.4272
Fax: 617.253.1502 (Attn: Disabilities Services & Medical Leaves)
Email: hr-dsmlo@mit.edu

MIT Benefits

Address:
MIT Human Resources (Attn: Benefits)
77 Massachusetts Ave, NE49-5000
Cambridge, MA 02139

Phone: 617.253.6151
Fax: 617.253.2694 (Attn: Benefits)
Email: benefits@mit.edu